

**ANNOUNCEMENT NUMBER: 05-04**

**POSITION:** Assistant Facilities Manager, FSN-08/FP-06\*  
**OPENING DATE:** December 5, 2005  
**CLOSING DATE:** December 16, 2005  
**OPEN TO:** US Citizen Eligible Family Members (AEFMs) – All Agencies –  
Assigned to U.S. Embassy Monrovia  
**WORK HOURS:** Full-time; 40 hours/week  
**SALARY:** \*EFM: US\$34,540 p.a. (FP-06 position grade is confirmed by  
Washington)

**NOTE: ONLY US CITIZEN ELIGIBLE FAMILY MEMBERS (AEFM) AS DEFINED BELOW OF U.S. GOVERNMENT EMPLOYEES ASSIGNED TO THE MISSION UNDER CHIEF OF MISSION AUTHORITY ARE ELIGIBLE FOR CONSIDERATION. A US CITIZEN EFM DOES NOT HAVE TO BE RESIDING IN COUNTRY TO BE CONSIDERED, BUT THE SPONSORING OFFICER UNDER COM AUTHORITY DOES HAVE TO BE OFFICIALLY ASSIGNED TO POST.**

The U.S. Embassy/Consulate in Monrovia is seeking an Eligible Family Member (EFM) for employment in country for the position of Assistant Facilities Manager in the Facility Management Office.

**BASIC FUNCTION OF POSITION**

Incumbent is principal assistant to the Facility Manager and coordinates FAC activities with the Management Office, other Mission offices, and residential clients. Other duties include: provides administrative support in the daily operation of the Facility Management Office for the Embassy compound, Ambassador's residence, DCM's residence, and all other government-owned properties and short-term leased properties.

**QUALIFICATIONS REQUIRED**

1. Completion of secondary school.
2. At least three years progressively responsible administrative experience in building construction, or a related field, with supervisory responsibilities.
3. Fluency (Level IV) in written and spoken English.
4. Good working knowledge of management of building operations and maintenance.
5. Basic skill in operating personal computers using Microsoft software suite.

**ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Successful applicant must have, or be able to obtain, a SECRET security clearance.

## **TO APPLY**

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612), or a current resume or curriculum vitae that provide the same information as an OF-612;
2. Candidates who claim U.S. Veteran's preference must provide a copy of Form DD214;
3. Any other documentation (e.g. certificates, awards, copies of degrees) that address the qualifications requirements of the position.

## **SUBMIT APPLICATION TO :**

**Mail: AF/EX/PMO, Attn: Steven Lemelin, HST, Rm 3519, Washington, DC 20520**

**Email: [lemelinsc@state.gov](mailto:lemelinsc@state.gov)**

**Fax: 202-647-6805**

**POINT OF CONTACT: Steven Lemelin, 202-647-0605**

## **DEFINITIONS**

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
  - a. U.S. citizen;
  - b. Spouse or dependent who is at least age 18;
  - c. Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority; and
  - d. Does not receive a USG annuity or pension based on a career in the U.S. Civil, Foreign, or uniform services.
2. EFM: Family members at least age 18 on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

**CLOSING DATE FOR THIS POSITION: DECEMBER 16, 2005**

The US Mission in (insert country) is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.